

PCard/ISSP Reconciliation and Approvals Overview

Transactions are loaded daily into Cardinal from the Purchase Card (PCard) Issuer and Integrated Supply Services Program (ISSP) supplier with a **Status** of **Staged**. In order to comply with Agency and State policy, each PCard and ISSP cardholder must reconcile their transactions within 5 days of the posted date.

Reconciliation involves the cardholder verifying their transactions for accuracy and entering any additional data needed, such as accounting distributions, descriptions, **Supplier ID**, and **eVA PO Type**. Once a cardholder updates their transactions to a **Status** of **Verified**, the transactions can be reviewed and approved by the supervisor. Approved transactions are then sent to the Accounts Payable (AP) module for processing and payment.

Users (typically supervisors) with the role of PCard Administrator can access **Verified** transactions that are ready for their approval using an approval pagelet. The pagelet view can be set up on the approver's **Home** page. Multiple PCard or ISSP transactions may be simultaneously accessed, reviewed, and approved by navigating to the reconciliation pages.

For additional instructions on the reviewing, reconciling, approving, and reporting on PCard and ISSP transactions, refer to the course entitled **PR349: Managing PCard and ISSP Transactions**, located on the Cardinal website in **Course Materials** under **Training**.

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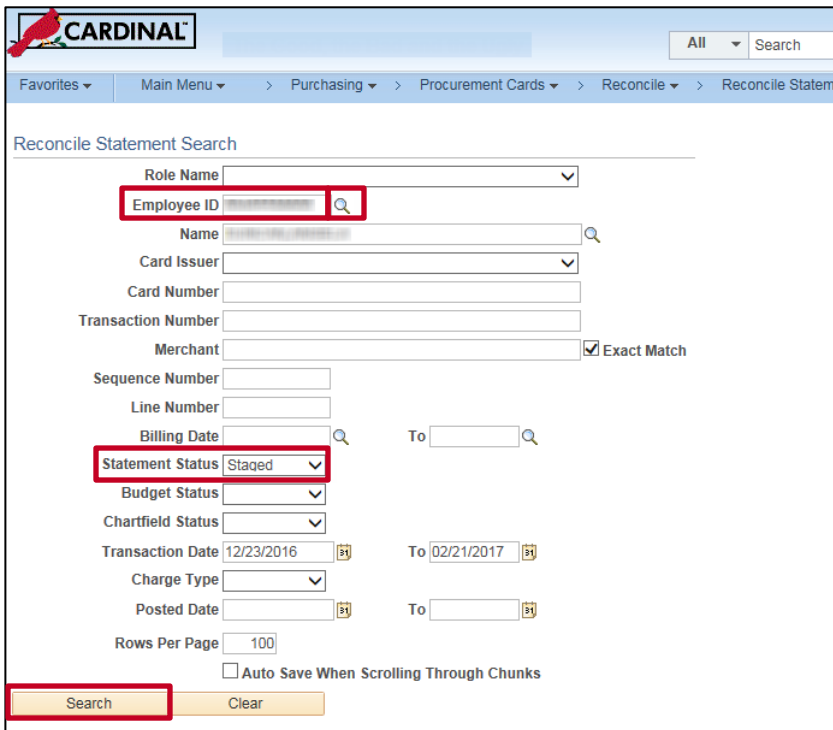
Cardholder Reconciliation – PCard and ISSP**Review and Verify – PCard and ISSP**

The process to reconcile PCard or ISSP transactions, for an employee or District respectively, is done from the **Reconcile Statement – Procurement Card Transactions** page.

Access the Transactions

1. Navigate to the **Reconcile Statement Search** page using the following path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement



The screenshot shows the 'Reconcile Statement Search' page. The breadcrumb trail at the top is: Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement. The search criteria include: Role Name (dropdown), Employee ID (text field with a magnifying glass icon, highlighted with a red box), Name (text field with a magnifying glass icon), Card Issuer (dropdown), Card Number (text field), Transaction Number (text field), Merchant (text field with a checkbox for 'Exact Match'), Sequence Number (text field), Line Number (text field), Billing Date (text field with a magnifying glass icon), To (text field with a magnifying glass icon), Statement Status (dropdown menu set to 'Staged', highlighted with a red box), Budget Status (dropdown), Chartfield Status (dropdown), Transaction Date (text field with a calendar icon, set to 12/23/2016), To (text field with a calendar icon, set to 02/21/2017), Charge Type (dropdown), Posted Date (text field with a calendar icon), To (text field with a calendar icon), and Rows Per Page (text field set to 100). There is also an 'Auto Save When Scrolling Through Chunks' checkbox. At the bottom left, there is a 'Search' button (highlighted with a red box) and a 'Clear' button.

2. Narrow your search for transactions related to a particular employee (PCard) or District (ISSP) using the search criteria.
 - **PCard:** Employees may be found using the **Employee ID** field.
 - **ISSP:** Districts may be found using the **Look Up Employee Id** icon
 - In the **Look Up Employee ID** pop-up window, Enter the **ISSP** in the **Employee ID begins with** field.
3. Set the **Statement Status: Staged**.
4. Click the **Search** button. The **Reconcile Statement – Procurement Card Transactions** page displays.

Note: The PCard and ISSP search results pages will look slightly different, but have the same functionality.



Procurement Job Aid

501 PR349: PCard and ISSP Reconciliation and Approvals

Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

1 to 148 of 148

Bank Statement Personalize | Find | View 100 | First 1-9 of 148 Last

Transaction | Billing |

	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	
1	<input checked="" type="checkbox"/>	[REDACTED]	BAV10	*****	04/14/2018	HAMPTON INN 125	Staged	321.06 USD	
2	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	MCCAIN	Staged	1,638.00 USD	
3	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	MCCAIN	Staged	4,095.00 USD	
4	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	ATTRONICA	Staged	621.43 USD	
5	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	ATTRONICA	Staged	594.00 USD	
6	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	MCCAIN	Staged	3,276.00 USD	
7	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	MCCAIN	Staged	3,276.00 USD	
8	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	NORFOLK WIRE AND ELECTRON	Staged	650.00 USD	
9	<input type="checkbox"/>	[REDACTED]	BAV10	*****	04/17/2018	SMK	Staged	384.00 USD	

< >

☒ Select All ☐ Clear All

Stage Verify Approve Validate Budget

Note: PCard Transactions shown above.

5. Click the **arrow** icons in the **Bank Statement** header section to scroll through, view, and take action on additional transactions.

501 PR349: PCard and ISSP Reconciliation and Approvals

Reconcile Statement

Procurement Card Transactions

Empl ID ISSP5 Name District,HamptonRoads

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

1 to 229 of 229

Bank Statement Personalize | Find | View 9 | First 1-100 of 229 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
79	<input type="checkbox"/> ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	35.41 USD	
80	<input type="checkbox"/> ISSP0	*****540L	05/03/2018	MANCON LLC	Staged	36.57 USD	
81	<input type="checkbox"/> ISSP0	*****500L	05/03/2018	MANCON LLC	Staged	7.65 USD	
82	<input type="checkbox"/> ISSP0	*****510R	05/03/2018	MANCON LLC	Staged	22.31 USD	
83	<input type="checkbox"/> ISSP0	*****510V	05/03/2018	MANCON LLC	Staged	128.53 USD	
84	<input type="checkbox"/> ISSP0	*****510V	05/03/2018	MANCON LLC	Staged	352.70 USD	
85	<input type="checkbox"/> ISSP0	*****530N	05/03/2018	MANCON LLC	Staged	435.98 USD	
86	<input type="checkbox"/> ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	128.16 USD	
87	<input type="checkbox"/> ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	21.94 USD	
88	<input type="checkbox"/> ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	163.47 USD	
89	<input type="checkbox"/> ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	763.71 USD	
90	<input type="checkbox"/> ISSP0	*****500V	05/03/2018	MANCON LLC	Staged	53.15 USD	
91	<input type="checkbox"/> ISSP0	*****500O	05/03/2018	MANCON LLC	Staged	19.56 USD	
92	<input type="checkbox"/> ISSP0	*****500O	05/03/2018	MANCON LLC	Staged	15.11 USD	

ISSP Transactions shown above

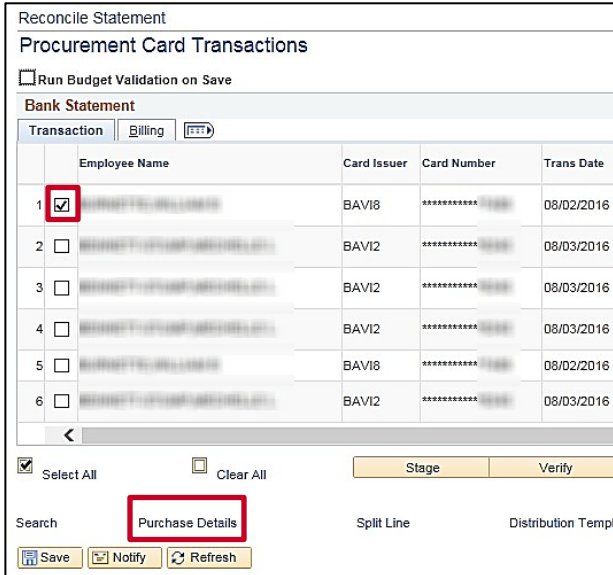
Note: Empl ID equals ISSP plus District #. Card Numbers end in L , R, N, V or O.

- Use the following steps to review each transaction.

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Review the Purchase Details (eVA PO Type)

Note: Proceed to [Account Distribution](#) section, step 23 to review ISSP transactions.



Reconcile Statement
Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement

Transaction

	Employee Name	Card Issuer	Card Number	Trans Date
1	<input checked="" type="checkbox"/>	BAVI8	*****	08/02/2016
2	<input type="checkbox"/>	BAVI2	*****	08/03/2016
3	<input type="checkbox"/>	BAVI2	*****	08/03/2016
4	<input type="checkbox"/>	BAVI2	*****	08/03/2016
5	<input type="checkbox"/>	BAVI8	*****	08/02/2016
6	<input type="checkbox"/>	BAVI2	*****	08/03/2016

☒ Select All

Search

7. Click the check-box next to the transaction line you wish to review.
8. Click the **Purchase Details** link.
9. The **Reconcile Statement – Purchase Details** page displays.

Note: When you access the **Reconcile Statement – Purchase Details** page, the **eVA PO Type** is automatically updated to **OTC**. If you skip this page, the **eVA PO Type** remains blank. To ensure the field is not left blank, update the **eVA PO Type** to a correct value for this transaction.

501 PR349: PCard and ISSP Reconciliation and Approvals**eVA PO Types**

10. Select the proper value from the **eVA PO Type** field.
11. The typical values used for PCard transactions include:
 - **EPO**: used when making a PCard payment against an existing Cardinal Purchase Order.
 - Enter **PO ID**, **PO Line**, **PO Sched**, **Vendor ID (if empty)**, **Address Sequence Nbr**, **Ship To**, and **Item ID**. If the NIGP item is matched to the **Vendor ID**, the **Item ID** lookup displays those items for selection. If not, you must clear the **Vendor ID** field first. Enter the selected item and re-enter the **Vendor ID**.
 - **EVP**: used when making a PCard payment against an eVA Purchase Order/DO.
 - **INV**: used for payment of non-PO related invoices and is not generally used.
 - **OTC**: used for transactions that are performed at the counter (point of sale) and a receipt is in hand.
 - **R01**: used to generate a confirming PO in eVA, in accordance with the APSPM (Agency Procurement and Surplus Property Manual), to send to the Merchant.
 - If the **Supplier ID** is shown, the merchant is a **Preferred Supplier**. The PO is not exempt and a confirming order must be sent to eVA, who will forward the order to the supplier. If the **Supplier ID** is not shown, the supplier will need to be set up as a **Preferred Supplier**. For instructions on setting up a PCard merchant as a supplier in Cardinal, refer to the job aid entitled **PR349: PCard Merchant to Preferred Supplier**, located on the Cardinal website in **Job Aids** under **Training**.
 - Enter the **Address Sequence Nbr**.
 - Enter a **Ship To** location.
 - Enter the **Item ID**; item must be selected.

Note: To cancel a confirming order in eVA, see pages 33 through 35 in the course entitled **PR349: Managing PCards and ISSP Transactions**, located on the Cardinal website in **Course Materials** under **Training**.

 - **X02**: used when the transaction is exempt from a Purchase Order, per the APSPM.
12. Verify and update the page information as needed.
13. Click the **OK** button.
14. The **Reconcile Statement – Procurement Card Transactions** page displays.

501 PR349: PCard and ISSP Reconciliation and Approvals

Reconcile Statement
Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [Print] | First 1-4 of 4 Last

Transaction **Billing** [TTT]

	Employee Name	Card Issuer	Card Number	Trans Date	*Status▼	Merchant	Transaction Amount*	Curren
1	<input checked="" type="checkbox"/>	BAVI2	*****	08/03/2016	Staged	IN *J.O. HERBERT COMPANY,	595.00 USD	
2	<input type="checkbox"/>	BAVI2	*****	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	665.00 USD	
3	<input type="checkbox"/>	BAVI2	*****	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	711.20 USD	
4	<input type="checkbox"/>	BAVI2	*****	08/03/2016	Verified	IN *J.O. HERBERT COMPANY,	2,576.00 USD	

☒ Select All ☐ Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

15. Click the **Billing** tab.

Reconcile Statement
Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [Print] | First 1-4 of 4 Last

Transaction **Billing** [TTT]

Reference	Description	Billing Date	Billing Amount	Currency	Prepaid Ref	Dispute Amount	Credit Collected
1	REC 1882736, INV 10022, POL 3, VIS	08/15/2016	595.00 USD			20.00	<input type="checkbox"/>
2	REC 1882736, INV 10022, POL 4, VIS	08/15/2016	665.00 USD			0.00	<input type="checkbox"/>
3	REC 1882736, INV 10022, POL 2 SIG	08/15/2016	711.20 USD			0.00	<input type="checkbox"/>
4	REC 1882736, INV 10022, POL 1 SIG	08/15/2016	2,576.00 USD			0.00	<input type="checkbox"/>

☒ Select All ☐ Clear All Stage Verify Validate Budget

Search Purchase Details Split Line Distribution Template

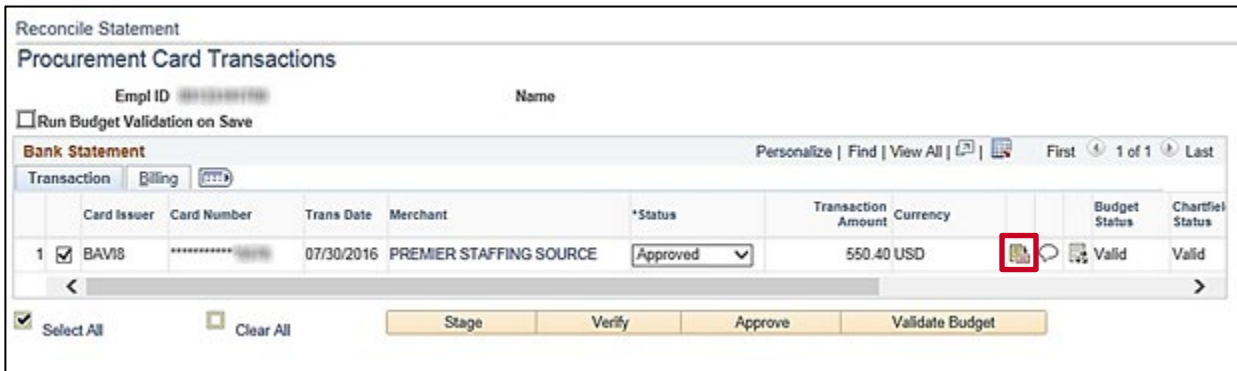
Save Notify Refresh

16. Enter a **Description** for each of the items purchased.

Note: The description displays on the **Monthly PCard Statement** query.

17. Click the **Transaction** tab.

Enter Comments



Reconcile Statement

Procurement Card Transactions

Empl ID: [REDACTED] Name: [REDACTED]

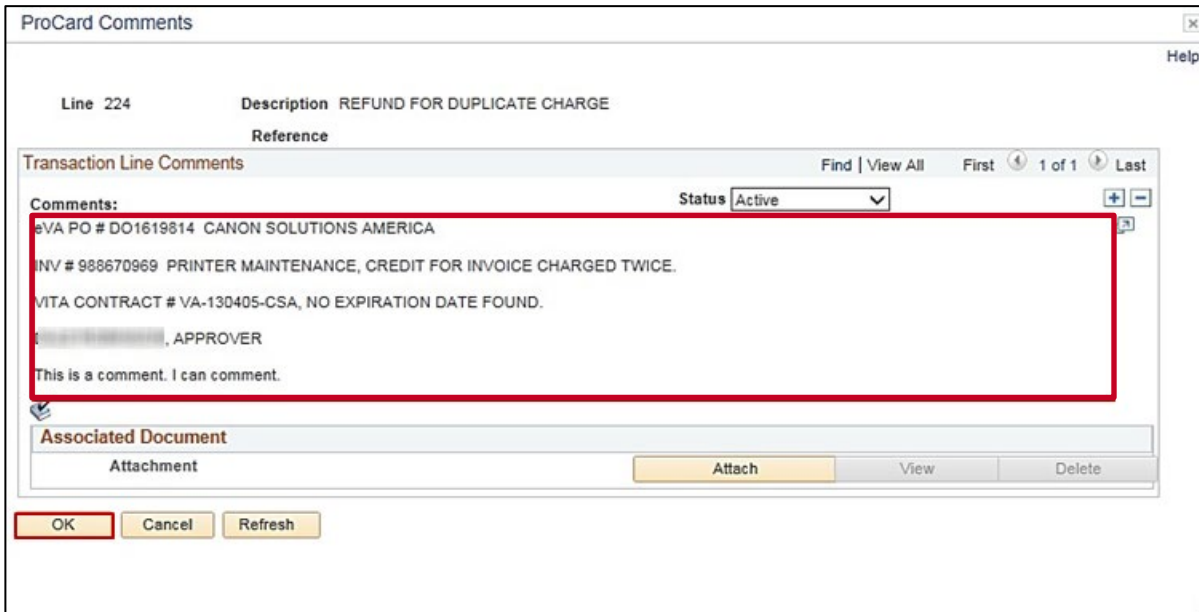
☐ Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1 of 1 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	BAV18	*****	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD	Valid	Valid

Select All Clear All Stage Verify Approve Validate Budget

18. Click the **Comments** icon.
19. The **ProCard Comments** page displays.



ProCard Comments

Line 224 Description REFUND FOR DUPLICATE CHARGE

Reference

Transaction Line Comments Find | View All First 1 of 1 Last

Comments: Status Active

eVA PO # DO1619814 CANON SOLUTIONS AMERICA

INV # 988670969 PRINTER MAINTENANCE, CREDIT FOR INVOICE CHARGED TWICE.

VITA CONTRACT # VA-130405-CSA, NO EXPIRATION DATE FOUND.

[REDACTED], APPROVER

This is a comment. I can comment.

Associated Document

Attachment Attach View Delete

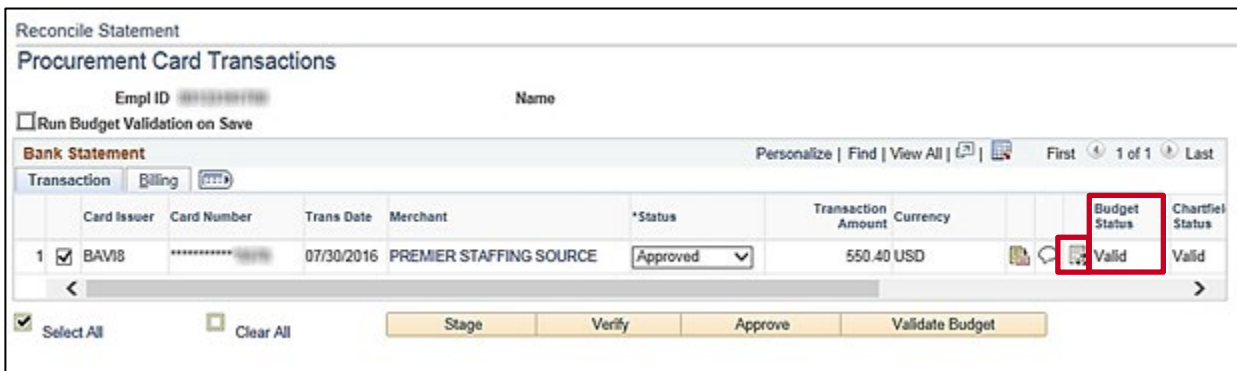
OK Cancel Refresh

20. In the **Comments** field, enter a comment that clearly details the transaction. If necessary, or as required, you may enter multiple comments and attach associated documents (e.g., vendor quote or receipt).

Note: For an **eVA PO Type** equal to **EVP**, enter the **DO #**.

21. Click the **OK** button.
22. The **Reconcile Statement – Procurement Card Transactions** page displays and the **Comment** icon is updated to have lines inside the icon indicating there is a comment for this line.

Account Distribution



Reconcile Statement
Procurement Card Transactions

Empl ID: 0000000000 Name: _____

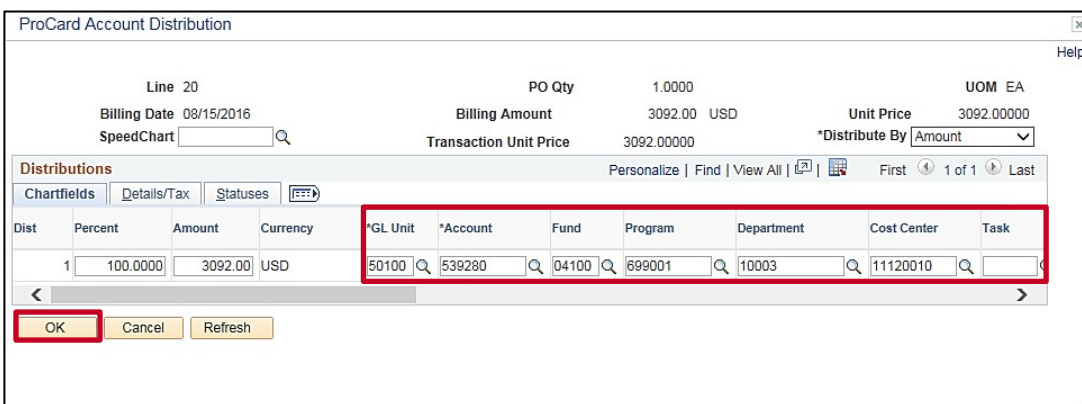
☐ Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1 of 1 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	BAV18	*****	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD	Valid	Valid

Select All Clear All Stage Verify Approve Validate Budget

23. ISSP transactions have a **Budget Status** of **Valid**, except if the **Card Number** ends in a **V** (Non-Equipment ISSP card). For all transactions where the **Budget Status** is not **Valid** or if the ISSP **Card Number** ends in **V**, you must review and/or enter a valid accounting distribution.
24. Click the **Account Distribution** icon on the transaction line where the accounting distribution needs review or updating. The **ProCard Account Distribution** pop-up window displays.



ProCard Account Distribution Help

Line 20 PO Qty 1.0000 UOM EA

Billing Date 08/15/2016 Billing Amount 3092.00 USD Unit Price 3092.00000

SpeedChart Transaction Unit Price 3092.00000 *Distribute By Amount

Distributions Personalize | Find | View All | First 1 of 1 Last

Dist	Percent	Amount	Currency	*GL Unit	*Account	Fund	Program	Department	Cost Center	Task
1	100.0000	3092.00	USD	50100	539280	04100	699001	10003	11120010	

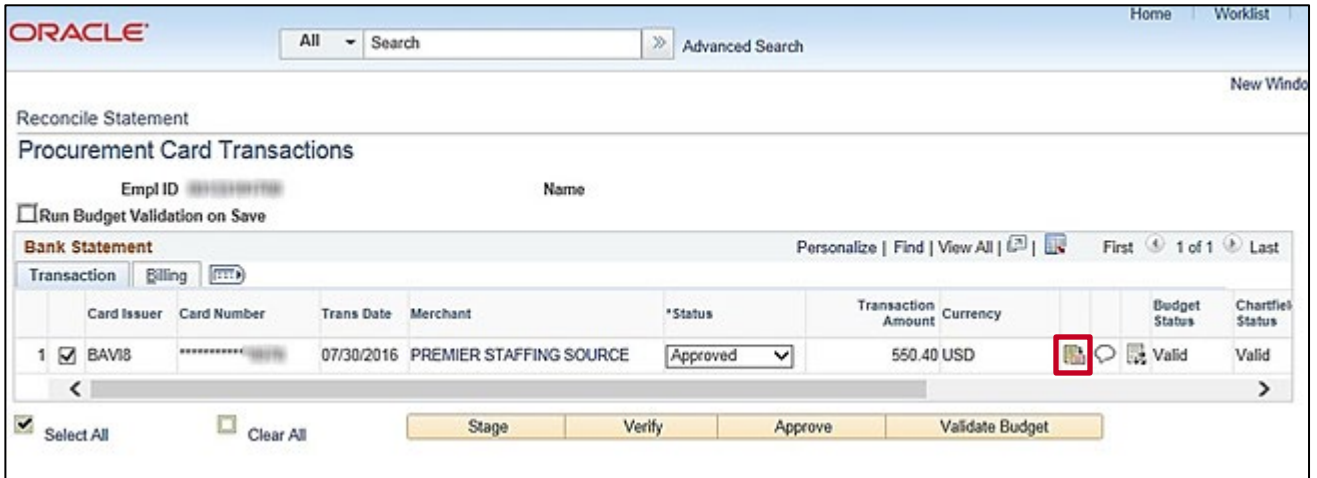
OK Cancel Refresh

25. Update the accounting distribution **ChartFields** as needed.
26. Click the **OK** button.
27. The **Reconcile Statement – Procurement Card Transactions** page displays.

501 PR349: PCard and ISSP Reconciliation and Approvals

Line Details

Note: Proceed to the [Review and Update Budget](#) section, step 48 to review ISSP line details.



ORACLE

All Search Advanced Search

Home Worklist

New Window

Reconcile Statement

Procurement Card Transactions

Empl ID: 00000000000000000000 Name

☐ Run Budget Validation on Save

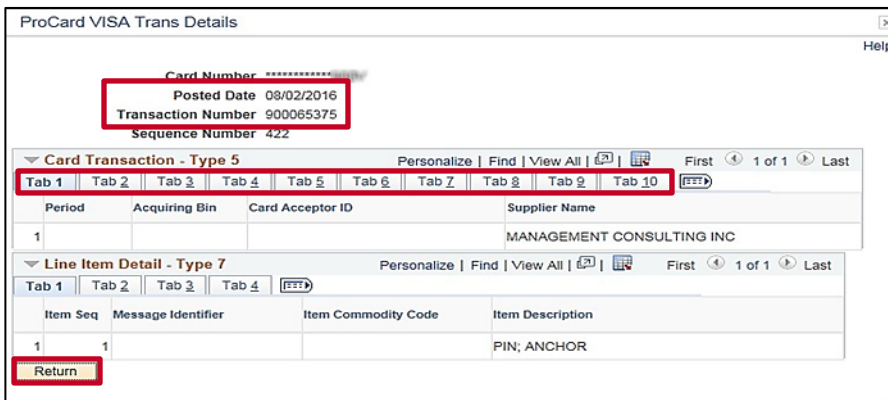
Bank Statement Personalize Find View All First 1 of 1 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Chartfield Status
1	BAV18	*****	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD	Valid	Valid

Select All Clear All Stage Verify Approve Validate Budget

28. To review additional transaction details, click the **Line Details** icon.

29. The **ProCard VISA Trans Details** pop-up window displays.



ProCard VISA Trans Details

Card Number: *****

Posted Date: 08/02/2016

Transaction Number: 900065375

Sequence Number: 422

Card Transaction - Type 5 Personalize Find View All First 1 of 1 Last

Tab 1 Tab 2 Tab 3 Tab 4 Tab 5 Tab 6 Tab 7 Tab 8 Tab 9 Tab 10

Period	Acquiring Bin	Card Acceptor ID	Supplier Name
1			MANAGEMENT CONSULTING INC

Line Item Detail - Type 7 Personalize Find View All First 1 of 1 Last

Tab 1 Tab 2 Tab 3 Tab 4

Item Seq	Message Identifier	Item Commodity Code	Item Description
1	1		PIN; ANCHOR

Return

30. The **Posted Date** and **Transaction Number** display. This **Transaction Number** is typically used in your selection criteria when running queries.

31. Run the **PCard Transactions by Transaction Date Query** (i.e., **V_PR_PCARD_TRANS_BY_TRANS_DT**) to review the transaction Enter Date. The Enter Date is important because all transactions must be reconciled within 5 days of the Enter Date. Instructions on how to run this query are located in the [PCard Transactions by Transaction Date Query](#) section of this document.

32. Review the multiple tabs for additional transaction details.

33. Click the **Return** button.

34. The **Reconcile Statement – Procurement Card Transactions** page displays.

501 PR349: PCard and ISSP Reconciliation and Approvals

Split a Transaction Line into Multiple Lines

35. Periodically, you may need to split a transaction into multiple lines, as eVA accepts only one schedule per order. You must enter all the required information into all split lines in order to save and reconcile the original transaction.

Reconcile Statement

Procurement Card Transactions

Empl ID [REDACTED] Name [REDACTED]

☐ Display Unmasked Card Number

☐ Run Budget Validation on Save

Bank Statement Personalize | Find | View All | [Icons] First 1-2 of 2 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency		Budget Status	Chartfield Status
1 <input checked="" type="checkbox"/>	BAVI6	*****	08/01/2016	HIGH TECH MACHINE MANUF	Staged	752.00	USD	[Icons]	Valid	Valid
2 <input type="checkbox"/>	BAVI6	*****	08/01/2016	LIGHTING MAINTENANCE INC	Staged	2,012.50	USD	[Icons]	Valid	Valid

☒ Select All ☐ Clear All

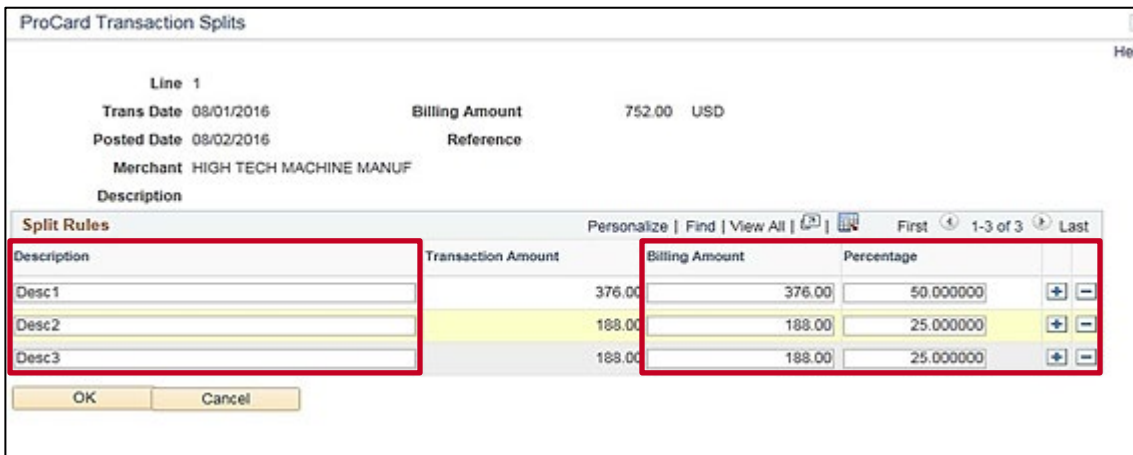
Search Purchase Details **Split Line** Distribution Template

Validate Budget

Save Notify Refresh

36. Click the check-box next to the transaction line you wish to split.
37. Click the **Split Line** link.
38. The **ProCard Transaction Splits** page displays.

501 PR349: PCard and ISSP Reconciliation and Approvals



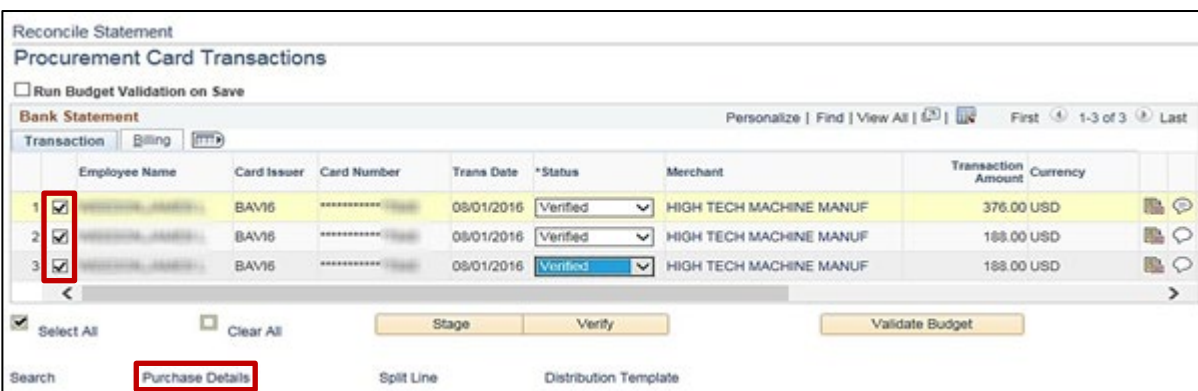
ProCard Transaction Splits

Line 1
 Trans Date 08/01/2016 Billing Amount 752.00 USD
 Posted Date 08/02/2016 Reference
 Merchant HIGH TECH MACHINE MANUF
 Description

Description	Transaction Amount	Billing Amount	Percentage
Desc1	376.00	376.00	50.000000
Desc2	188.00	188.00	25.000000
Desc3	188.00	188.00	25.000000

OK Cancel

39. On the first line, enter a **Percentage** or change the **Billing Amount**.
 40. Click the (+) icon to add an additional row. In doing so, the system will automatically calculate the amount for the additional transaction line based on the modified line above.
 41. Enter a **Percentage** or change the **Billing Amount**, if needed for the second line.
 42. Click the (+) icon to add an additional row. In doing so, the system will automatically calculate the amount for the additional transaction line based on the modified lines above.
 43. Continue to add lines as needed.
 44. Enter a **Description**.
- Note:** This displays on the **Monthly PCard Statement** query.
45. Click the **OK** button.
 46. The **Reconcile Statement – Procurement Card Transactions** page displays.



Reconcile Statement
 Procurement Card Transactions

☐ Run Budget Validation on Save

Bank Statement

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Status	Merchant	Transaction Amount	Currency
1	Procurement, Machine	BAV16	*****	08/01/2016	Verified	HIGH TECH MACHINE MANUF	376.00 USD	
2	Procurement, Machine	BAV16	*****	08/01/2016	Verified	HIGH TECH MACHINE MANUF	188.00 USD	
3	Procurement, Machine	BAV16	*****	08/01/2016	Verified	HIGH TECH MACHINE MANUF	188.00 USD	

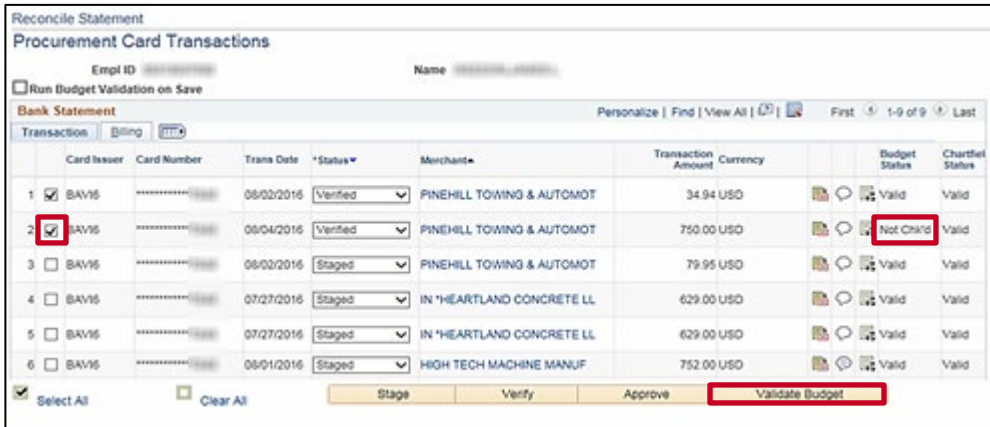
Select All Clear All Stage Verify Validate Budget

Search **Purchase Details** Split Line Distribution Template

47. Follow normal procedures, as noted above, for reviewing and updating the new transaction lines (i.e., split lines).

Review and Update Budget

48. If a change is made to the account distribution, the **Budget Status** will update to **Not Chk'd**. Any transaction line with a **Budget Status** of **Not Chk'd** must be budget checked, updated, and validated.



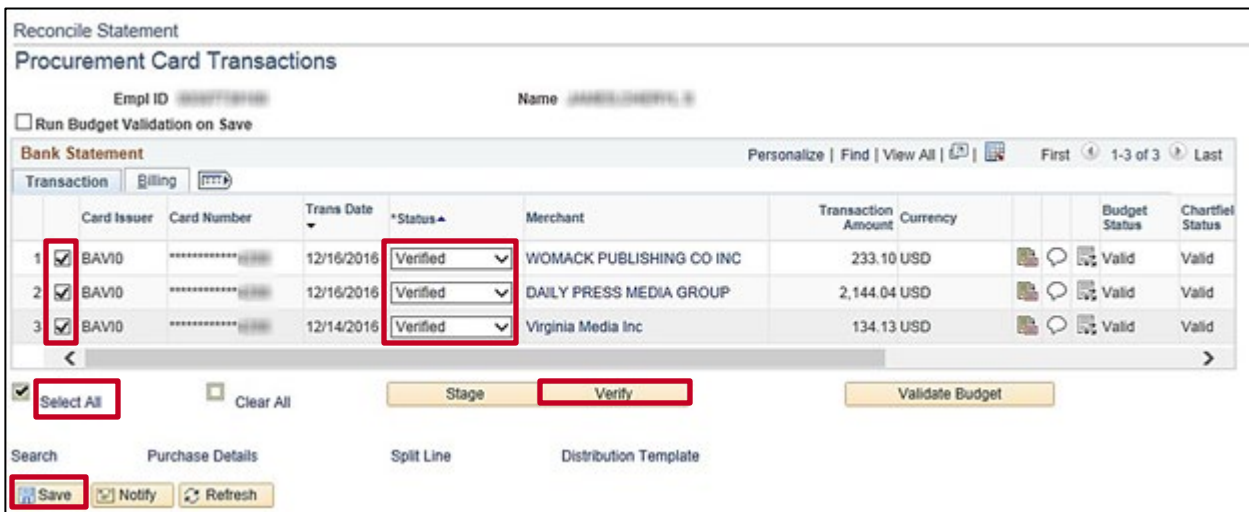
Transaction	Card Issuer	Card Number	Trans Date	Status	Merchant	Transaction Amount	Currency	Budget Status	Chartfield Status
1	BAV16	*****	08/02/2016	Verified	PINEHILL TOWING & AUTOMOT	34.94 USD		Valid	Valid
2	BAV16	*****	08/04/2016	Verified	PINEHILL TOWING & AUTOMOT	750.00 USD		Not Chk'd	Valid
3	BAV16	*****	08/02/2016	Staged	PINEHILL TOWING & AUTOMOT	79.95 USD		Valid	Valid
4	BAV16	*****	07/27/2016	Staged	IN *HEARTLAND CONCRETE LL	629.00 USD		Valid	Valid
5	BAV16	*****	07/27/2016	Staged	IN *HEARTLAND CONCRETE LL	629.00 USD		Valid	Valid
6	BAV16	*****	08/01/2016	Staged	HIGH TECH MACHINE MANUF	752.00 USD		Valid	Valid

Buttons: Select All, Clear All, Stage, Verify, Approve, **Validate Budget**

49. Select the check-box to the left of transaction lines where the **Budget Status** is **Not Chk'd**. You may need to scroll left to see the check-box, or right to see the **Budget Status** column.
50. Click the **Validate Budget** button to update the **Budget Status** to **Valid** for the selected transactions.
51. The **Reconcile Statement – Procurement Card Transactions** page updates the **Budget Status** for the selected lines to **Valid**.

Note: The **Validate Budget** process automatically updates several times a day, or is manually validated at any time by the user.

Approval – Verify Transactions



Reconcile Statement
Procurement Card Transactions

Empl ID: 0000000000 Name: JAMES CHERRY, S

☐ Run Budget Validation on Save

Bank Statement Personalize | Find | View All | First 1-3 of 3 Last

Transaction	Billing	Card Issuer	Card Number	Trans Date	Status	Merchant	Transaction Amount	Currency	Budget Status	Chartfield Status
1	<input checked="" type="checkbox"/>	BAVI0	*****	12/16/2016	Verified	WOMACK PUBLISHING CO INC	233.10	USD	Valid	Valid
2	<input checked="" type="checkbox"/>	BAVI0	*****	12/16/2016	Verified	DAILY PRESS MEDIA GROUP	2,144.04	USD	Valid	Valid
3	<input checked="" type="checkbox"/>	BAVI0	*****	12/14/2016	Verified	Virginia Media Inc	134.13	USD	Valid	Valid

☒ Select All ☐ Clear All

Search Purchase Details Split Line Distribution Template

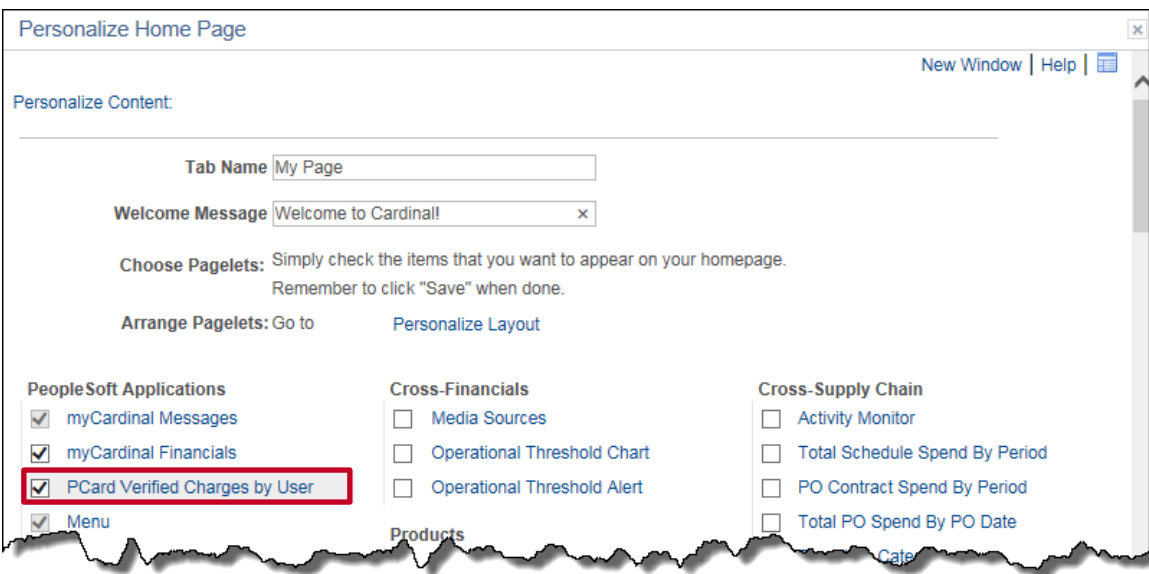
52. Select the transaction(s) you have reconciled for approval. You may select one transaction using the transaction line check-box, or select all transactions using the **Select All** link.
53. Click the **Verify** button.
54. The **Reconcile Statement – Procurement Card Transactions** page still displays but the **Status** for all the selected transaction(s) will be updated to **Verified**.
55. Click the **Save** button.
56. The **Verified** transactions will appear in the supervisor's approval pagelet.

Approvals Pagelet Setup

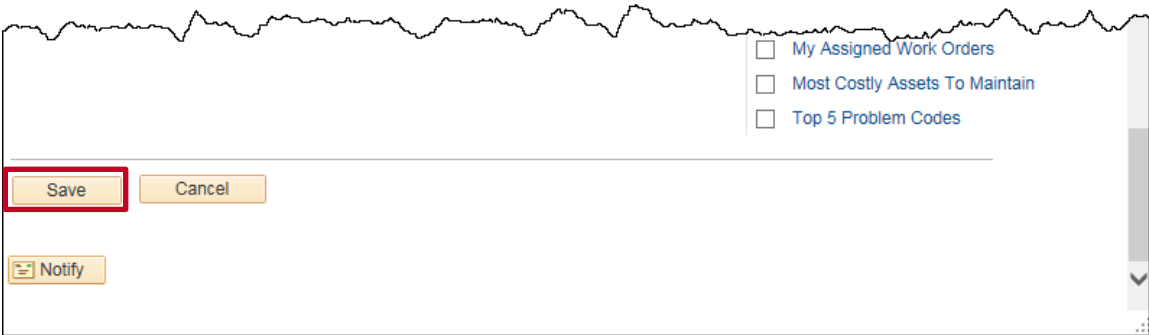
Both PCard and ISSP transactions awaiting approval (i.e., **Status** is **Valid**) display in your approvals pagelet for easy access to review and approve, one at a time. You only need to set up your approvals pagelet one time.



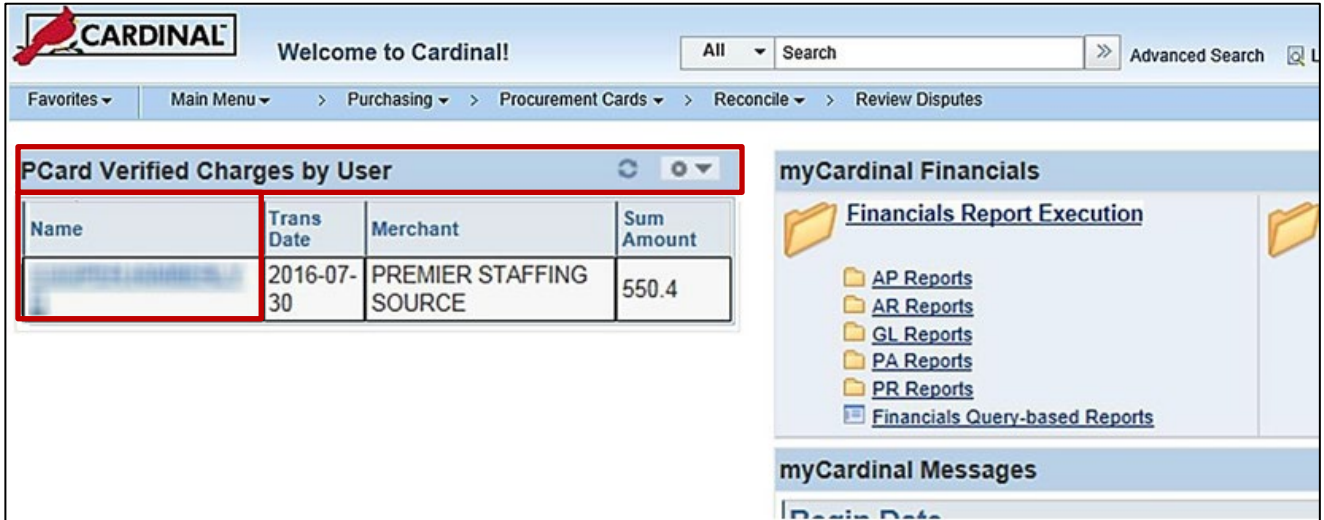
1. From the **Home** page, click the **Personalize Content** link.



2. The **Personalize Content** pop-up window displays.
3. Select the check-box next to **PCard Verified Charges by User**.



4. Click the **Save** button.
5. The **Home** Page displays.



The screenshot shows the Cardinal system interface. At the top, there is a 'Welcome to Cardinal!' message and a search bar. Below this is a navigation menu with options like 'Favorites', 'Main Menu', 'Purchasing', 'Procurement Cards', 'Reconcile', and 'Review Disputes'. The main content area is divided into two sections. On the left, there is a pagelet titled 'PCard Verified Charges by User' which contains a table with the following data:

Name	Trans Date	Merchant	Sum Amount
[REDACTED]	2016-07-30	PREMIER STAFFING SOURCE	550.4

On the right side of the interface, there is a section titled 'myCardinal Financials' which includes a 'Financials Report Execution' folder containing links to 'AP Reports', 'AR Reports', 'GL Reports', 'PA Reports', 'PR Reports', and 'Financials Query-based Reports'. Below this is a 'myCardinal Messages' section.

6. The **PCard Verified Charges by User** approvals pagelet displays on the left side of the **Home** page.
 - a. Transactions (i.e., charges) with a **Status** of **Verified**, now awaiting approval, are displayed in the pagelet.
 - b. Under the **Name** field column, PCard transactions display by the PCard holder.
 - c. Under the **Name** field column, ISSP transactions display by District.

501 PR349: PCard and ISSP Reconciliation and Approvals

PCard and ISSP Transactions – Review and Approve

The approvals pagelet provides quick and easy access to review and approve both PCard and ISSP transactions.

Name	Trans Date	Merchant	Sum Amount
	2016-06-27	ROANOKE TRIBUNE	165.6
	2016-06-27	KINGSPORT TIMES NEW CIR	1546.6
	2016-06-27	NORTHERN VIRGINIA	379.25
	2016-06-27	IN 'LOCAL MEDIA CONNECTIO	1204.75
	2016-06-28	VIRGINIA NEWS - ADS	512
	2016-07-09	RESIDENCE INNS ALEXAND	222.23
	2016-07-09	RESIDENCE INNS ALEXAND	200.23
	2016-07-13	TIDEWATER NEWSPAPERS	228
	2016-07-13	WOMACK PUBLISHING CO INC	275.6
	2016-07-14	BIZPORT	151.2
	2016-07-14	BIZPORT	151
	2016-07-14	AASHTO	1800
	2016-07-16	CENTURYLINK/SPEEDPAY	243.68
	2016-07-16	CENTURYLINK/SPEEDPAY	156.73
	2016-08-04	KINGSPORT TIMES NEW CIR	709.2
	2016-12-14	Virginia Media Inc	134.13
	2016-12-16	DAILY PRESS MEDIA GROUP	2144.04
	2016-12-16	WOMACK PUBLISHING CO INC	233.1

Access a Transaction – Approvals Pagelet – PCard and ISSP

1. From the **Home** page click the District or employee's **Name** link for the specific transaction you wish to review on the **PCard Verified Charges by User** approvals pagelet.
2. The **Reconcile Statement – Procurement Card Transactions** page displays. The PCard and ISSP search results pages will look slightly different, but have the same functionality.

Note: You can also access the **Reconcile Statement – Procurement Card Transactions** page using the following navigation path:

Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement

501 PR349: PCard and ISSP Reconciliation and Approvals

Review and Approve a Single Transaction – PCard and ISSP

As the approver, you are responsible for ensuring that the reconciler has processed the PCard transaction correctly. It is important that you review the **Verified** transaction using the same process used above by the reconciler in the section entitled **PCard and ISSP – Cardholder Reconciliation**.



Reconcile Statement
Procurement Card Transactions

Empl ID: [redacted] Name: [redacted]

☐ Run Budget Validation on Save

Bank Statement

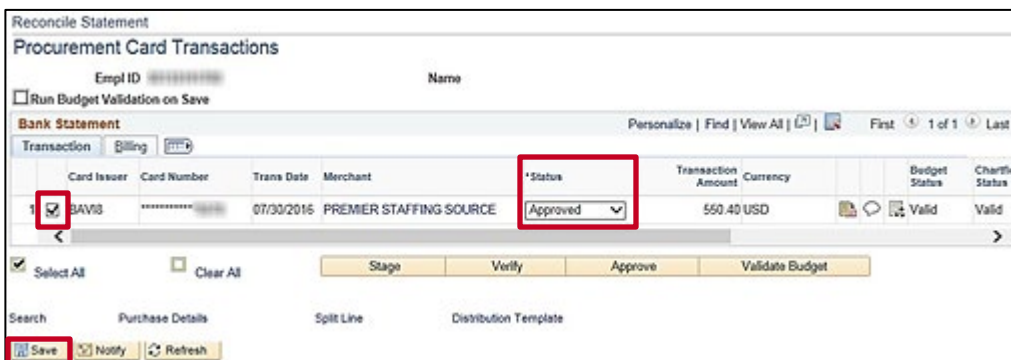
Personalize | Find | View All | [icon] | First 1 of 1 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Cardfile Status
1 <input checked="" type="checkbox"/>	BAVIS	[redacted]	07/30/2016	PREMIER STAFFING SOURCE	Verified	550.40	USD	Valid	Valid

Select All ☒ Clear All ☐

Stage Verify Approve Validate Budget

- Before approving, follow the same steps used by the reconciler as detailed in the section entitled [Cardholder Reconciliation – PCard and ISSP](#). Be sure to review the [Purchase Details](#), in particular the **eVA PO Type** and details, [Account Distribution](#), [Comment](#), and [Line Details](#). Make any necessary modifications or send back to the cardholder.



Reconcile Statement
Procurement Card Transactions

Empl ID: [redacted] Name: [redacted]

☐ Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | [icon] | First 1 of 1 Last

Transaction	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency	Budget Status	Cardfile Status
1 <input checked="" type="checkbox"/>	BAVIS	[redacted]	07/30/2016	PREMIER STAFFING SOURCE	Approved	550.40	USD	Valid	Valid

Select All ☒ Clear All ☐

Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save ☒ Notify ☐ Refresh

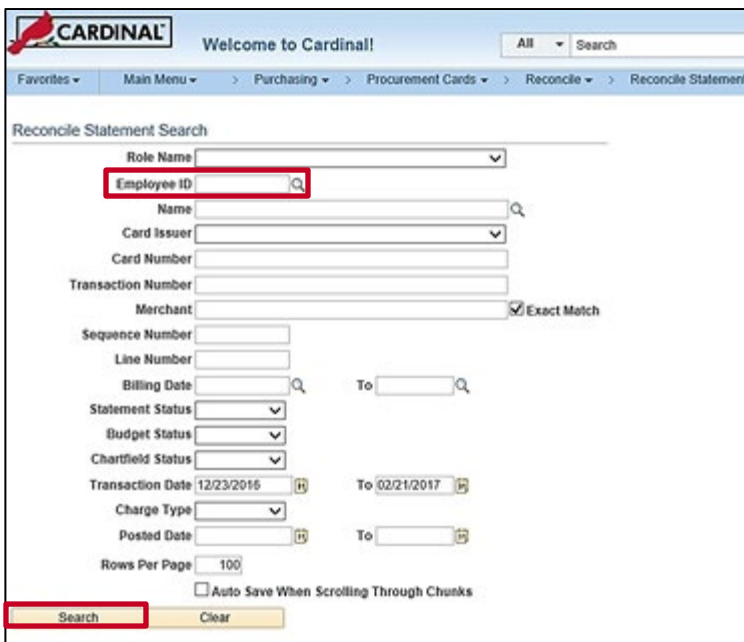
- Once you have reviewed the transaction and are ready to approve it, check the check-box for the transaction line.
- Change the **Status** of the reviewed transaction to **Approved** using the drop-down arrow.
- The **Reconcile Statement – Procurement Card Transactions** page updates the **Status** to **Approved**.
- Click the **Save** button.

501 PR349: PCard and ISSP Reconciliation and Approvals**Access Multiple Transactions – Review and Approve – PCard and ISSP**

The process of approving multiple PCard or ISSP transactions, for an employee or District respectively, is done in the same manner as a single transaction, using the **Reconcile Statement – Procurement Card Transactions** page. However, you cannot use the approvals pagelet to approve multiple transactions at a time, as the approvals pagelet provides access to only one transaction at a time. Instead, begin by navigating to the **Reconcile Statement Search** page.

1. Navigate to the **Reconcile Statement Search** page using the following path:

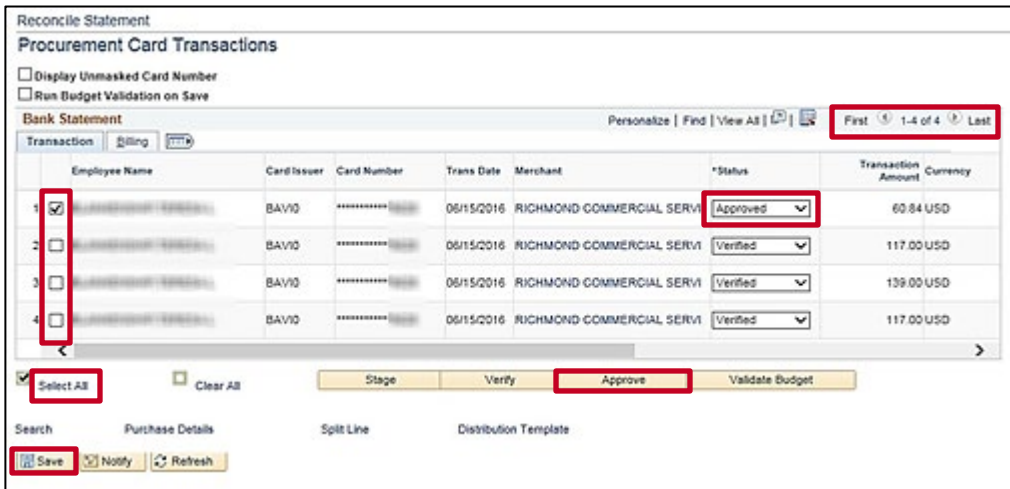
Main Menu > Purchasing > Procurement Cards > Reconcile > Reconcile Statement



2. Narrow your search for transactions related to a particular employee (PCard) or District (ISSP) using the following search criteria.
 - **PCard:** Employees may be found using the **Employee ID** field.
 - **ISSP:** Districts may be found using the **Look Up Employee Id** icon.
 - In the **Look Up Employee ID** pop-up window, Enter the **ISSP** in the **Employee ID begins with** field.
3. Click the **Search** button.
4. The **Reconcile Statement – Procurement Card Transactions** page displays.

The PCard and ISSP search results pages will look slightly different, but have the same functionality.

Review and Approve Multiple Transactions – PCard and ISSP



Reconcile Statement

Procurement Card Transactions

☐ Display Unmasked Card Number
☐ Run Budget Validation on Save

Bank Statement

Personalize | Find | View All | First 1-4 of 4 Last

Transaction	Employee Name	Card Issuer	Card Number	Trans Date	Merchant	*Status	Transaction Amount	Currency
1	[REDACTED]	BAVI0	[REDACTED]	06/15/2016	RICHMOND COMMERCIAL SERVI	Approved	60.84 USD	
2	[REDACTED]	BAVI0	[REDACTED]	06/15/2016	RICHMOND COMMERCIAL SERVI	Verified	117.00 USD	
3	[REDACTED]	BAVI0	[REDACTED]	06/15/2016	RICHMOND COMMERCIAL SERVI	Verified	139.00 USD	
4	[REDACTED]	BAVI0	[REDACTED]	06/15/2016	RICHMOND COMMERCIAL SERVI	Verified	117.00 USD	

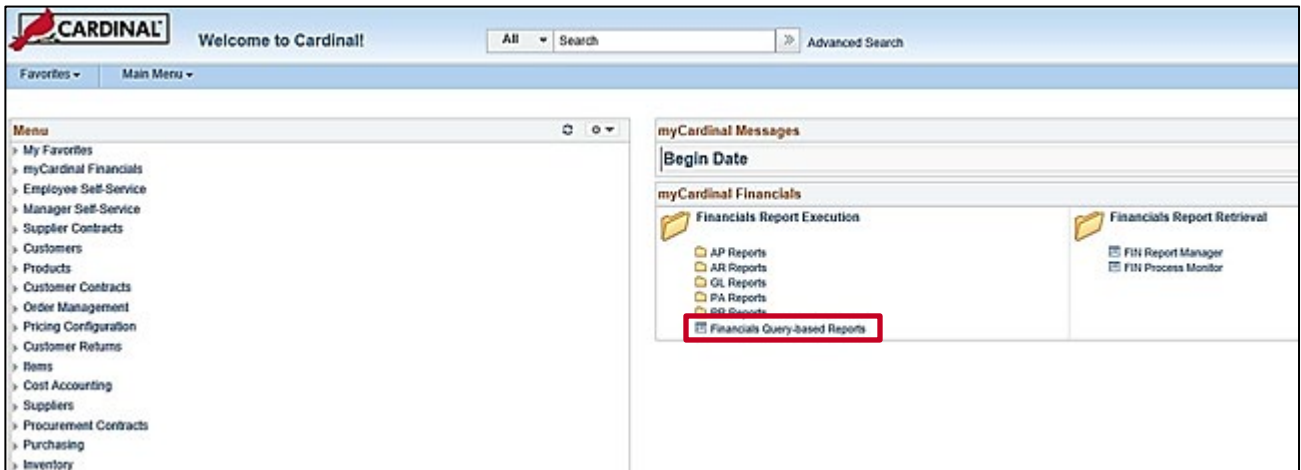
Select All Clear All Stage Verify Approve Validate Budget

Search Purchase Details Split Line Distribution Template

Save Notify Refresh

5. Before approval, follow the same steps used by the reconciler as noted above in the section entitled **PCard and ISSP– Cardholder Reconciliation**.
 - **PCard:** Review the Purchase Details for the eVA PO Type and details, Account Distribution, Comment, and Line Details.
 - **ISSP:** Review Account Distribution as applicable. Modify or change the **Status** to **Staged** for corrections by the reconciler.
6. Click the arrow icons in the **Bank Statement** header section to scroll through, view, and take action on the additional transactions.
7. Select transaction(s) to approve:
 - a. To select all transactions, click the check-box next to the **Select All** link.
 - b. To select individual transactions, click the check-box next to each transaction line to approve.
8. Click the **Approve** button.
9. The transaction **Status** is updated to **Approved** for the selected transaction lines.
10. Click the **Save** button.

PCard Transactions by Transaction Date Query



Welcome to Cardinal!

Menu

- My Favorites
- myCardinal Financials
- Employee Self-Service
- Manager Self-Service
- Supplier Contracts
- Customers
- Products
- Customer Contracts
- Order Management
- Pricing Configuration
- Customer Returns
- Items
- Cost Accounting
- Suppliers
- Procurement Contracts
- Purchasing
- Inventory

myCardinal Messages

Begin Date

myCardinal Financials

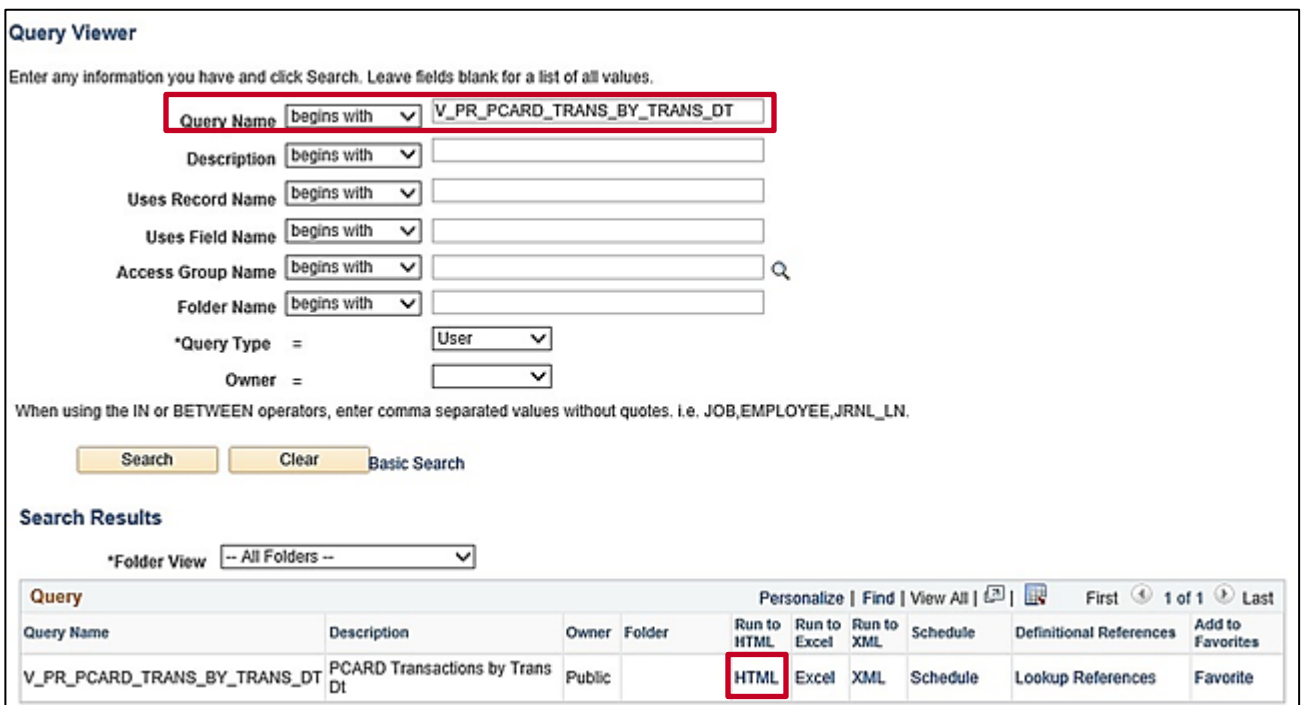
Financials Report Execution

- AP Reports
- AR Reports
- GL Reports
- PA Reports
- RD Reports
- Financials Query-based Reports**

Financials Report Retrieval

- FIN Report Manager
- FIN Process Monitor

1. To run a query from the **Home** page, click the **Financials Query-based Reports** link in the **myCardinal Financials** section.



Query Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Query Name begins with

Description begins with

Uses Record Name begins with

Uses Field Name begins with

Access Group Name begins with

Folder Name begins with

*Query Type =

Owner =

When using the IN or BETWEEN operators, enter comma separated values without quotes. i.e. JOB,EMPLOYEE,JRNL_LN.

Basic Search

Search Results

*Folder View -- All Folders --


Query	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
V_PR_PCARD_TRANS_BY_TRANS_DT	PCARD Transactions by Trans Dt	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite


2. On the **Query Viewer** page, click the **Advanced Search** link to view additional search criteria fields.
3. Enter the **Query Name**: **V_PR_PCARD_TRANS_BY_TRANS_DT**.
4. Click the **Search** button.
5. The **Search Results** display below the **Search Criteria** fields.
6. Click the **Run to HTML** (webpage) link.


501 PR349: PCard and ISSP Reconciliation and Approvals

- The report parameters page displays.


V_PR_PCARD_TRANS_BY_TRANS_DT - PCard Transactions by Trans Dt

Trans Date From 

Trans Date To 

Card Issuer (% for all) 


Name


Employee ID (% for all) 


Billing Date (MM/DD/YYYY)

Status (% for all)

Voucher ID (% for all)

Account (% for all) 


Cost Center (% for all) 


Department (% for all) 


View Results

- Enter parameters related to employee (PCard) or District (ISSP).
- Click the **View Results** button.
- The results will update on the webpage shown below with the details.


V_PR_PCARD_TRANS_BY_TRANS_DT - PCard Transactions by Trans Dt

Trans Date From 

Trans Date To 

Card Issuer (% for all) 


Name


Employee ID (% for all) 


Billing Date (MM/DD/YYYY)

Status (% for all)

Voucher ID (% for all)

Account (% for all) 

Cost Center (% for all) 

Department (% for all) 

View Results

Download results in : **Excel Spreadsheet** CSV Text File XML File (52 kb)

View All

	Business Unit	Card Issuer	Last 4 Digits of Card Nbr	Cardholder Name	Employee ID	Trans Status	Budget Checking Status	Header Chartfield Status	Transaction Number	Trans Sequence Nbr	Entered Date	Sent to eVA	eVA Order #	Trans Date
1	50100	BAV10	*****0000	*****0000	0000000000	Closed	Valid	Valid	24431067153708407870410	36	06/06/2017			06/01/2017
2	50100	BAV10	*****0000	*****0000	0000000000	Closed	Valid	Valid	24013397152000111463767	21	06/05/2017	06/28/2017 6:31:39PM	A501_5297644_21_3	06/01/2017
3	50100	BAV10	*****0000	*****0000	0000000000	Closed	Valid	Valid	24692167152000226022396	18	06/05/2017			06/01/2017
4	50100	BAV10	*****0000	*****0000	0000000000	Closed	Valid	Valid	74013397153000170055904	21	06/06/2017			06/01/2017
5	50100	BAV10	*****0000	*****0000	0000000000	Closed	Valid	Valid	24431067153344900970844	40	06/06/2017			06/01/2017

- This report contains many details/fields. Scroll to the right to see the additional fields. Additionally, after the HTML report has run, you can choose to download/open the file in Excel by clicking the **Excel Spreadsheet** link and following the prompts.